

C O N F I D E N T I A L

DDP-1  
ODP # 0-185

DD/A 80-1966/2

29 August 1980

MEMORANDUM FOR: Deputy Director for Administration  
Associate Deputy Director for Administration  
Director of Communications  
✓ Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training

25X1A

25X1A

FROM: [REDACTED]  
Executive Officer/DDA

SUBJECT: [REDACTED] - Organizational Meeting

25X1A

25X1A 1. The DDA, ADDA and eight Office Directors will meet with [REDACTED] for a day and a half on 16 and 17 September. (U)

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2. Departure [REDACTED] 16 September. Sessions will start at 1000 hours. After noon break sessions will continue. There will be an evening session after dinner. After breakfast on the 17th there will be a morning session until 1200 hours. Following lunch the group will [REDACTED] at 1300 hours. (C)

25X1A

3. The entire program will take place [REDACTED] Transportation will be provided [REDACTED] departing in front of Headquarters at 0800 hours. Please let Sybil (ext. 6535) know if you do not plan to use the transportation provided. (C)

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cc: SA/DDCI

C O N F I D E N T I A L

SENDER WILL CHECK CLASSIFICATION IN TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DIRECTOR OF DATA PROCESSING	8/29	J
2	EO	29 Aug	EO
3	DD	20/21	SI
4	FLO		
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
EO/DDA			8/29
UNCLASSIFIED			